

Senior Associate General Counsel

The Division of Health Care Finance and Administration (HCFA), Tennessee Department of Finance and Administration is currently seeking a qualified, experienced attorney (Attorney 4) for the position of Senior Associate General Counsel, Head of Contracts. This attorney will be a part of the Federal Unit of the Office of the General Counsel (OGC) and will supervise the contracts group.

Overview

HCFA is made up of the Bureau of TennCare (the Tennessee Medicaid program), the Office of eHealth Initiatives, the Strategic Planning Initiatives Group and Cover Tennessee. OGC is responsible for providing legal advice and counsel to HCFA. The Federal Unit within OGC specifically handles a wide variety of matters including contract review and compliance, program integrity advice, non-discrimination advice, federal litigation oversight, privacy and security compliance, public records and ethics compliance.

Responsibilities

- Manage the contracts group within OGC, including a team of three attorneys and one legal assistant
- Review and revise all HCFA contracts and procurements
- Provide legal advice, guidance, and interpretation on a wide range of contract issues
- Build relationships and work collaboratively with program leadership and executive staff
- Conduct and complete legal research and other projects as assigned by the General Counsel and Chief Deputy

Description

The ideal candidate will have significant experience reviewing and revising complex contracts in a healthcare context, including familiarity with public procurement. This person should be able to maintain excellent professional and inter-personal relationships and the ability to take on multiple tasks and a wide variety of issues. In addition, this person will have successful managerial experience and be able to create and institute processes that aid OGC in reaching its goals.

This is a highly visible position within HCFA. In order to be successful, the person in this role must have demonstrable organization, facilitation, communication, and presentation skills.

Requirements

- 5 or more years of relevant legal experience
- Applicants must hold a current, valid license to practice law in Tennessee or be eligible for licensure under Tennessee Supreme Court Rule 7, Article X.

The Tennessee Department of Human Resources title for this position is Attorney 4. Please submit cover letters, resumes, and any writing samples to: hcfa.ogc@tn.gov.

This posting will be available for 1 month and will conclude on April 20, 2017

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